

CITY OF HAMPTON JOB DESCRIPTION

JOB TITLE: Youth Programs Leader

\$21,216

Functions:

Plans, organizes and conducts recreational youth programs such as the before and after school programs, summer day camp, summer playground activities and other seasonal youth programs.

Examples of Work:

1. Conducts programs and activities for youth to include daily recreational activities and classes, special events, field trips, athletic and fitness programs, arts and crafts, and therapeutic programs. Provides statistics on number of participants and success of each type of activity. Confers with parents to determine the child's need for leisure time development. Encourages participants to use facilities and provide leadership in group activities.
2. Organizes, promotes, and develops interest in activities such as leisure games, active and passive sports, storytelling, elementary music, drama, dance, etc. Provides instruction on rules and procedures for activities. Maintains discipline and order within the program site and other activity areas.
3. Provides leadership and instruction in the techniques used in a variety of arts and crafts. Ensures that supplies are available. Instructs all participants in the care and use of all supplies and equipment.
4. Prepares bulletin boards detailing upcoming events. Supplies information to program coordinator for inclusion in monthly report. Makes speeches and presentations to area residents and interested clubs and organizations to encourage active participation in all programs offered at recreation sites. Opens and closes the program site and secures the area.
5. Plans daily activities such as arts and crafts, game time, playground activities, exhibits, dances, etc. Maintains responsibility for health and safety of all participants. Ensures permission slips and waiver forms have been properly signed and submitted.
6. Works with other Youth Programs Leaders in carrying out programs. Maintains working relationship with agencies such as Social Services Department, public schools, and other City recreational functions to provide a wide range of activities. Establishes daily work assignment for Youth Programs Aides and volunteers.
7. Performs other related duties as required.

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Features:

Performs duties under the limited supervision of the Youth Programs Coordinator. Extensive contact with youth of all ages (including the disabled) and parents. May be required to perform duties on a split shift to include nights. Requires flexibility and willingness to learn a variety of functional recreational skills. Requires patience, tact, and willingness to respond to customer needs.

Qualifications:

Graduation from high school or successful completion of GED; must be at least 21 years of age. A Bachelor's Degree in a child related field from an accredited college preferred. Some programmatic experience in the group care of children required. Knowledge of rules and procedures of a variety of games, athletic sports, and arts and crafts. Knowledge of first aid and CPR preferred. Good interpersonal and leadership skills; ability to communicate effectively both orally and in writing. When assigned to therapeutics, must have some experience working with the disabled. Individuals under consideration for this position will be subject to criminal background check. Any acceptable combination of experience and education which qualifies the applicant for this particular position may be considered for the more specific requirements as outlined above. Any person offered employment with the city in this position shall be required to successfully pass testing for controlled substances.